
**The Roman Catholic Church of the Diocese of Phoenix
Human Resources Policies and Procedures**

Policy 2-7.1.4 Orientation/Introductory Period

All Diocese of Phoenix employers should conduct orientation and training programs to acquaint new employees with their new employer and the Diocese of Phoenix, to help learn assigned jobs, and to develop skills required for effective job performance. Upon successful completion of the introductory period, the new employee will become a regular employee unless hired specifically for a temporary job.

Procedures:

1. The introductory period is an initial period of 180 days during which a new, transferred or promoted employee's job performance and job compatibility are evaluated by the immediate supervisor. During this period of employment, each employee is to receive instruction, review of work, training, and any other guidance that is supportive of the employee's opportunity for success on the job.
2. It is recommended that mid-way into the Introductory Period, a formal or informal evaluation is given to the employee. See the appendix for a suggested Introductory Review Form.
3. Upon completion of the introductory period, the immediate supervisor must prepare a written evaluation of the employee's job performance.
4. At the end of the introductory period, the immediate supervisor may grant regular status to the employee if the employee's job performance is satisfactory.
5. If the employee's performance during the introductory period is unsatisfactory, the introductory period may be extended or the employee shall be terminated at the discretion of the immediate supervisor (subject to approval of the department head and the Chief Human Resources Officer or General Counsel).
6. During the introductory period, the Problem Solving Process does not cover new employees.
7. Employees in their introductory period are eligible for paid holiday leave.
8. During the introductory period, employees at locations using the accrual method must comply with the 90-day waiting period before becoming eligible to use accrued sick and vacation leave. Employees who terminate before the completion of the 90-day waiting period are not eligible for accrued vacation pay.
9. During the introductory period, employees at locations using the grant method (used at the Diocesan Pastoral Center) must comply with the 90-day waiting period before

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becoming eligible to use granted sick and vacation leave. Employees who terminate before the completion of the 90-day waiting period are not eligible for granted vacation pay.

Approved by Bishop Thomas J. Olmsted on October 27, 2006